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ABSTRACT

This step-by-step guide to formatting disks using the AppleWorks software on the Apple IIe computer covers (1) loading the program; (2) formatting the disk; (3) volume naming; and (4) exiting the format options. Eleven sample screen displays illustrate the steps. (MES)

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FORMATTING DATA DISKS FOR USE WITH THE APPLE IIe COMPUTER

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INTRODUCTION

"Formatting Data Disks For Use With The Apple IIe Computer" was developed for use as a "how to" training device. It can be used with Apple IIe computers which have a Duodisk or two disk drives. Its development was accomplished using an Apple Duodisk drive. 5 1/4" floppy disks, and the 1.3 Version of the AppleWorks program. The pictures one sees in the Figures are those that will be seen when V1.3 of the AppleWorks program is used for the formatting process. Generally, other versions of the AppleWorks program, as well as the smaller disk drives presently available on the market, may be used in conjunction with the document. If the document is to be used as it was intended at the time of development, users must have the following items available to them:

1. Apple IIe computer.

2. A Duodisk or two disk drives.

3. AppleWorks startup and AppleWorks program disks. These items may be located on opposite sides of the same computer disk.

4. One data disk.

The following skills must be mastered by users before the document can be used as it was intended. Users must be able to:

1. Turn on the Apple computer.

2. Bootup the AppleWorks program.

After using this document, Apple IIe computer operators should be able to format blank computer disks using V1.3 of the AppleWorks program. Additional guidance in this regard may be found in the AppleWorks program manual which accompanies the purchase of the program. Manuals are also available from many bookstores.

Mistakes found in this document are mine.

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DIRECTIONS

01. Program Loading. Place the AppleWorks program (Version 1.3) in slot #1 of the Duodisk drive or drive #1 if two seperate drives are used and load the program into the computer. This step may require using two disks, one the startup disk and one the program disk or turning the startup disk over if the startup and program portions are on opposite sides of the same disk. With this task completed, your screen should look like Figure 1 (the "Main Menu" is on the screen). In the upper left corner of the screen, you should find the numeral "2" following the second word "Disk." If this is the case, proceed to step 02. If the numeral is "1" in the upper left hand corner, you should skip steps 02 and 03, proceeding directly to step number 04.

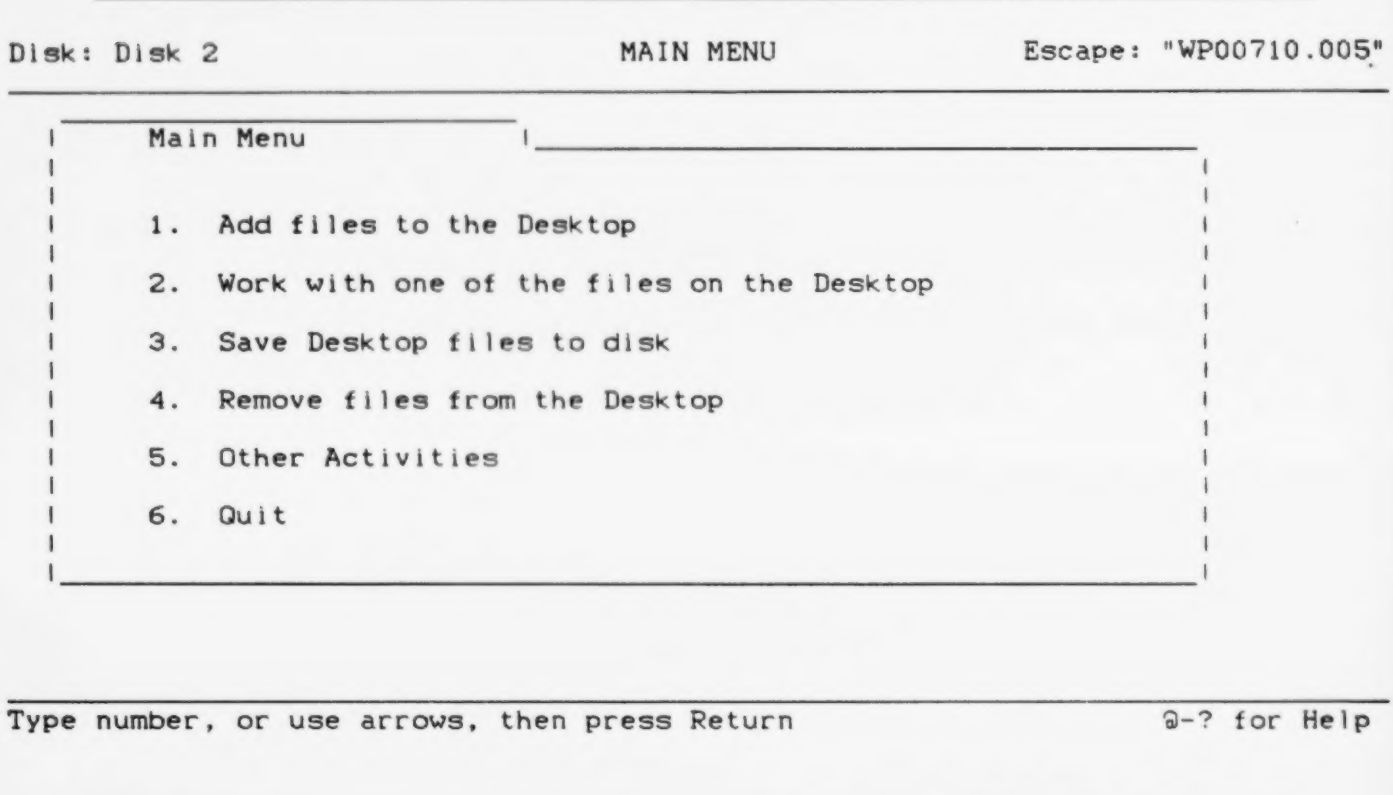
Disk: Disk 2
MAIN MENU
Escape: "WP00710.005"
Main Menu
1. Add files to the Desktop
2. Work with one of the files on the Desktop
3. Save Desktop files to disk
4. Remove files from the Desktop
5. Other Activities
6. Quit
Type number, or use arrows, then press Return
@-? for Help

Figure 1. The Computer Screen With Disk Drive Two Selected.

02. Selecting Other Activities. Select option #5, "Other Activities" from the "Main Menu." This is accomplished as follows:

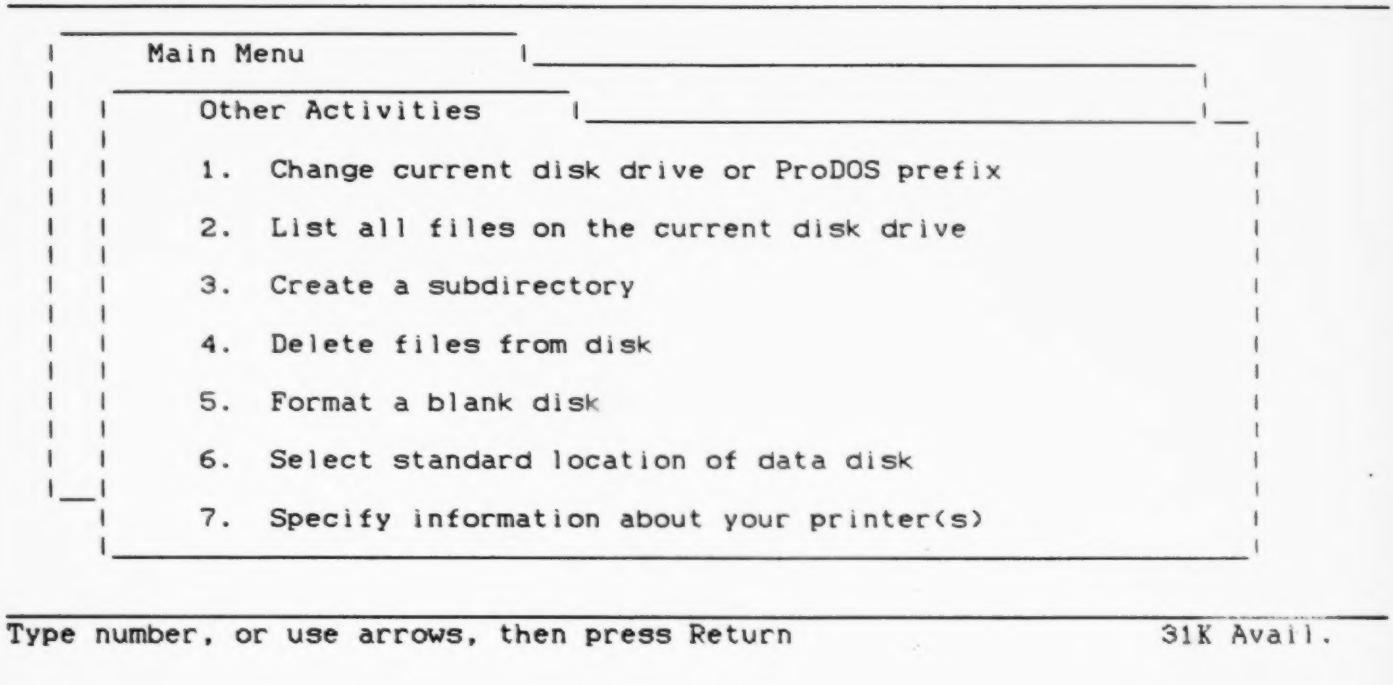
Disk: Disk 2
OTHER ACTIVITIES
Escape: Main Menu
Main Menu
Other Activities
1. Change current disk drive or ProDOS prefix
2. List all files on the current disk drive
3. Create a subdirectory
4. Delete files from disk
5. Format a blank disk
6. Select standard location of data disk
7. Specify information about your printer(s)
Type number, or use arrows, then press Return
31K Avail.

Figure 2. The Screen After Selecting, the "Other Activities" Option From The "Main Menu."

a. Press the NUMBER-5 key once.

b. Press the RETURN key once. Your screen should look like the picture shown in Figure 2 following this action.

03. Jumping To Step 08. If you have successfully reached this point, jump to step 08.

04. Disk #1 Selected. If the screen looks like the picture shown in Figure 3 (note the #1 in the upper left corner of the Figure), select option #1, "Add files to the Desktop," from the "Main Menu." This is accomplished as follows:

    a. Press the RETURN key once. Following this action, the screen should shift so that it appears like the picture shown in Figure 4.

05. Selecting A Different Disk. Select option #2, "A different disk" from the "Add Files" menu as follows:

    a. Press the DOWN-ARROW key once.

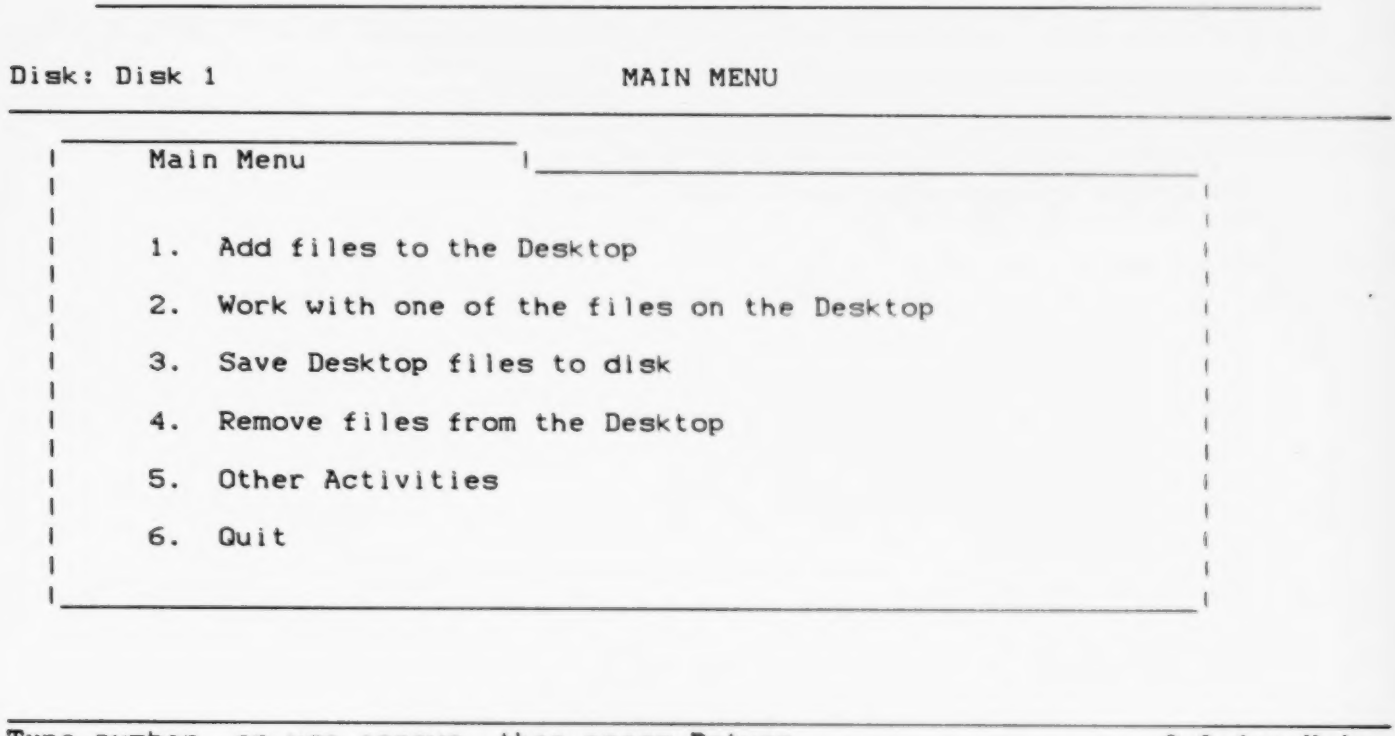
Disk: Disk 1
MAIN MENU
Main Menu
1. Add files to the Desktop
2. Work with one of the files on the Desktop
3. Save Desktop files to disk
4. Remove files from the Desktop
5. Other Activities
6. Quit
Type number, or use arrows, then press Return
@-? for Help

Figure 3. Computer Screen With "Disk: Disk 1" Selected.

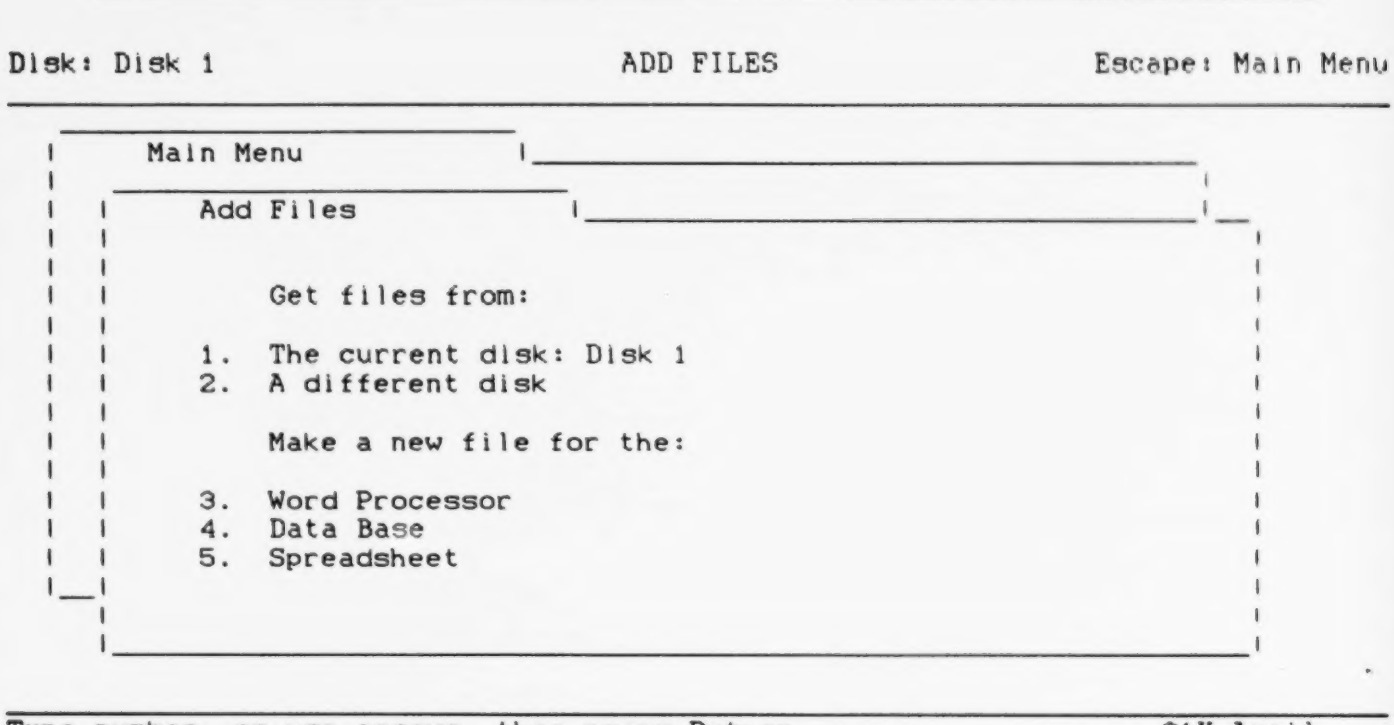

Figure 4. The Screen After Choosing, "Add files to the Desktop" Option From The "Main Menu".

b. Press the RETURN key once. The monitor screen should look like the picture shown in Figure 5.

06. Selecting Disk 2. Select option 2, "Disk 2" as follows:

a. Press the DOWN-ARROW key once.

b. Press the RETURN key once. The screen should have changed following this action so that it appears as it did in Figure 4 except that the numeral "1" in the upper left corner of the screen has changed to "2."

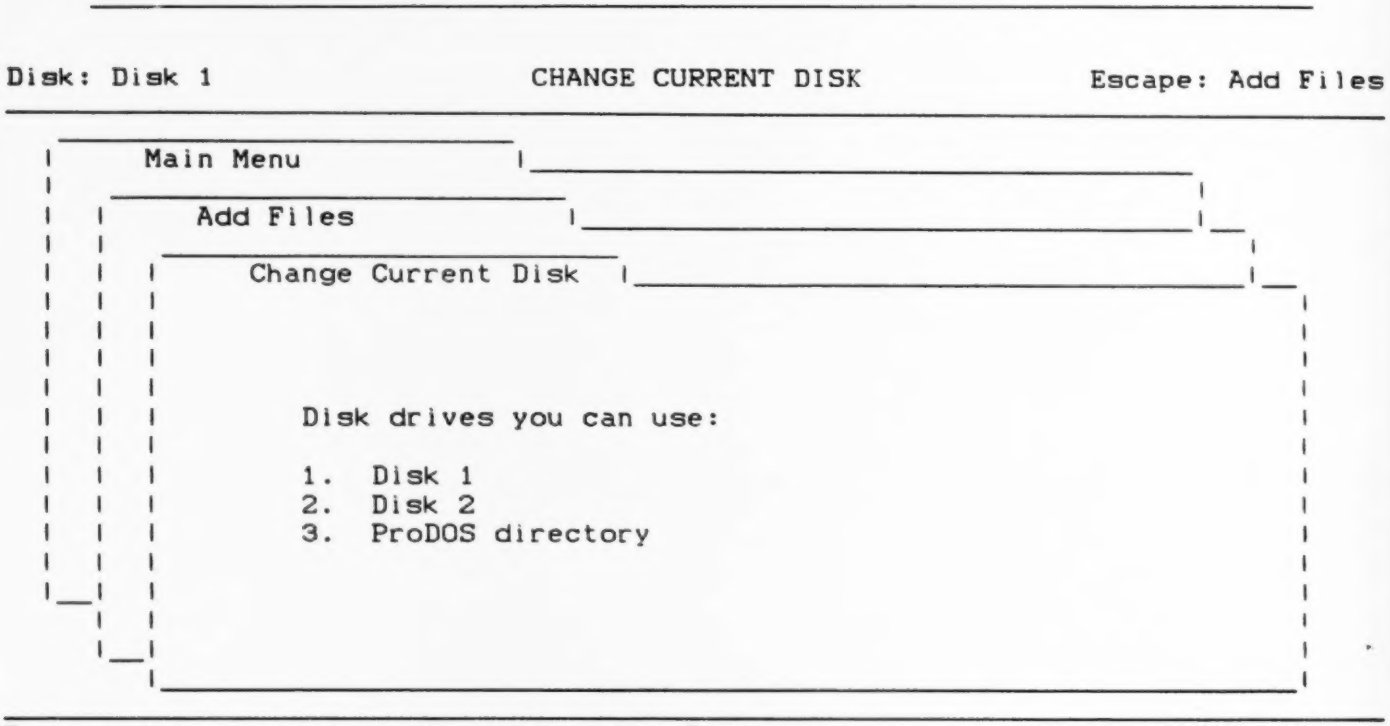

Figure 5. The Monitor Screen After Selecting The "A different disk" Option.

07. Return To Step 02. Now, complete step 02 and then jump to step 08.

08. Disk Formatting. With the screen appearing as it does in Figure 2 select option #5 as follows:

    a. Press the DOWN-ARROW until the "Format a blank disk" option is highlighted.

    b. Press the RETURN key once. The picture you see on the screen has changed so that it looks like the one you now see below in Figure 6.

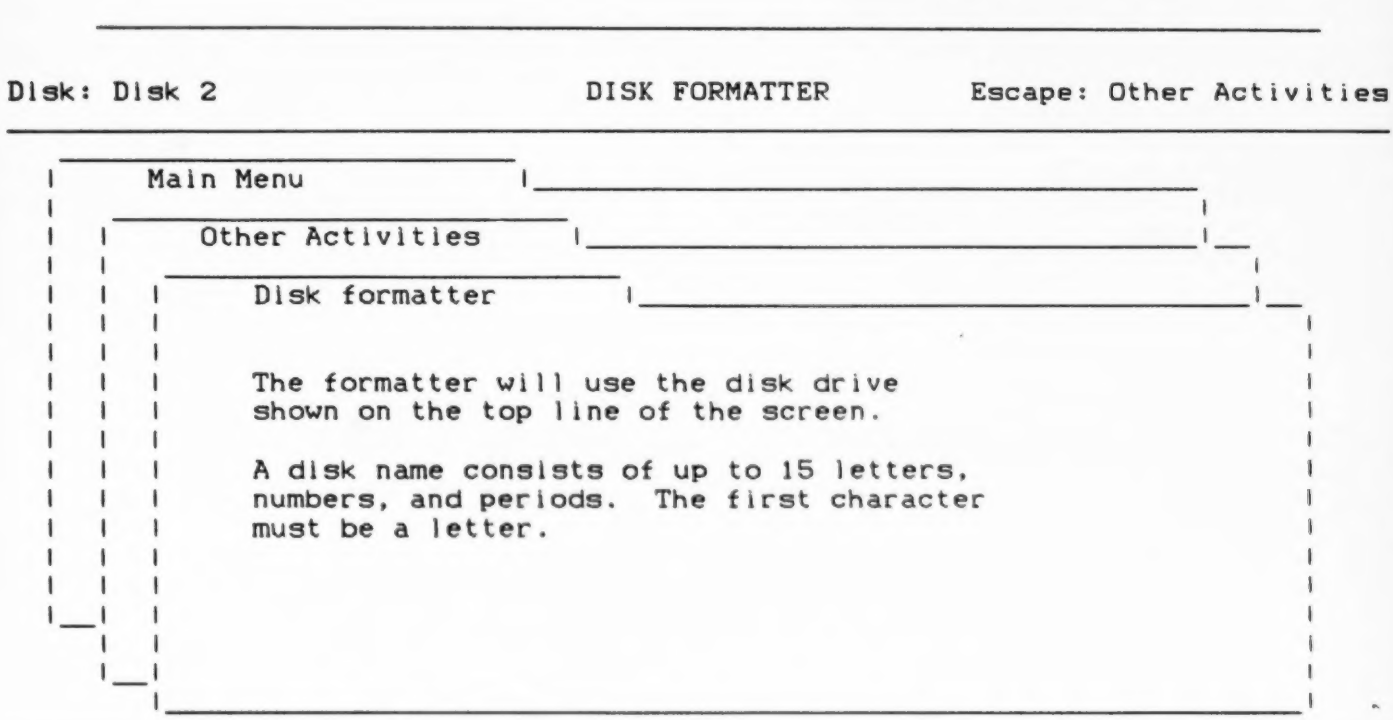
Disk: Disk 2
DISK FORMATTER
Escape: Other Activities
Main Menu
Other Activities
Disk formatter
The formatter will use the disk drive shown on the top line of the screen.
A disk name consists of up to 15 letters, numbers, and periods. The first character must be a letter.
Type a disk name:
31K Avail.

Figure 6. The Screen After Selecting the "Format a blank disk" Option From The "Other Activities" Menu.

09. Volume Naming. Directions in the center of the screen tell you to name the new disk. Type the word "TRAINING" and then press the RETURN key once. The screen will now be identical to the picture shown in Figure 7.

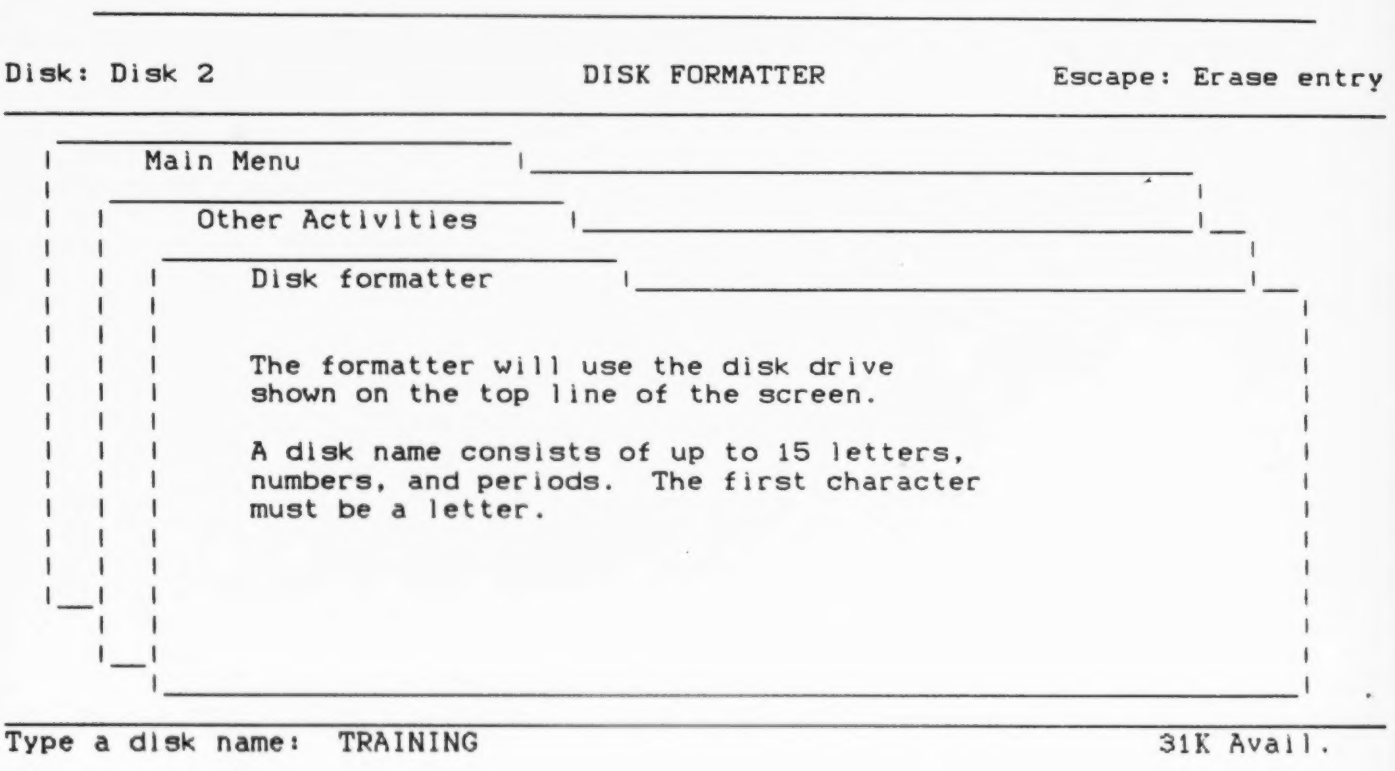
Disk: Disk 2
DISK FORMATTER
Escape: Erase entry
Main Menu
Other Activities
Disk formatter
The formatter will use the disk drive shown on the top line of the screen.
A disk name consists of up to 15 letters, numbers, and periods. The first character must be a letter.
Type a disk name: TRAINING
31K Avail.

Figure 7. The Monitor Screen After Typing The Name Of The New Disk.

10. Using Slot Or Drive 2. Insert the disk to be formatted in Duodisk drive slot #2 or disk drive #2 (depends upon the drive arrangement).

11. Formatting. Press the SPACE-BAR and watch the screen. When the formatting task is complete, the monitor screen will appear like the example shown in Figure 8.

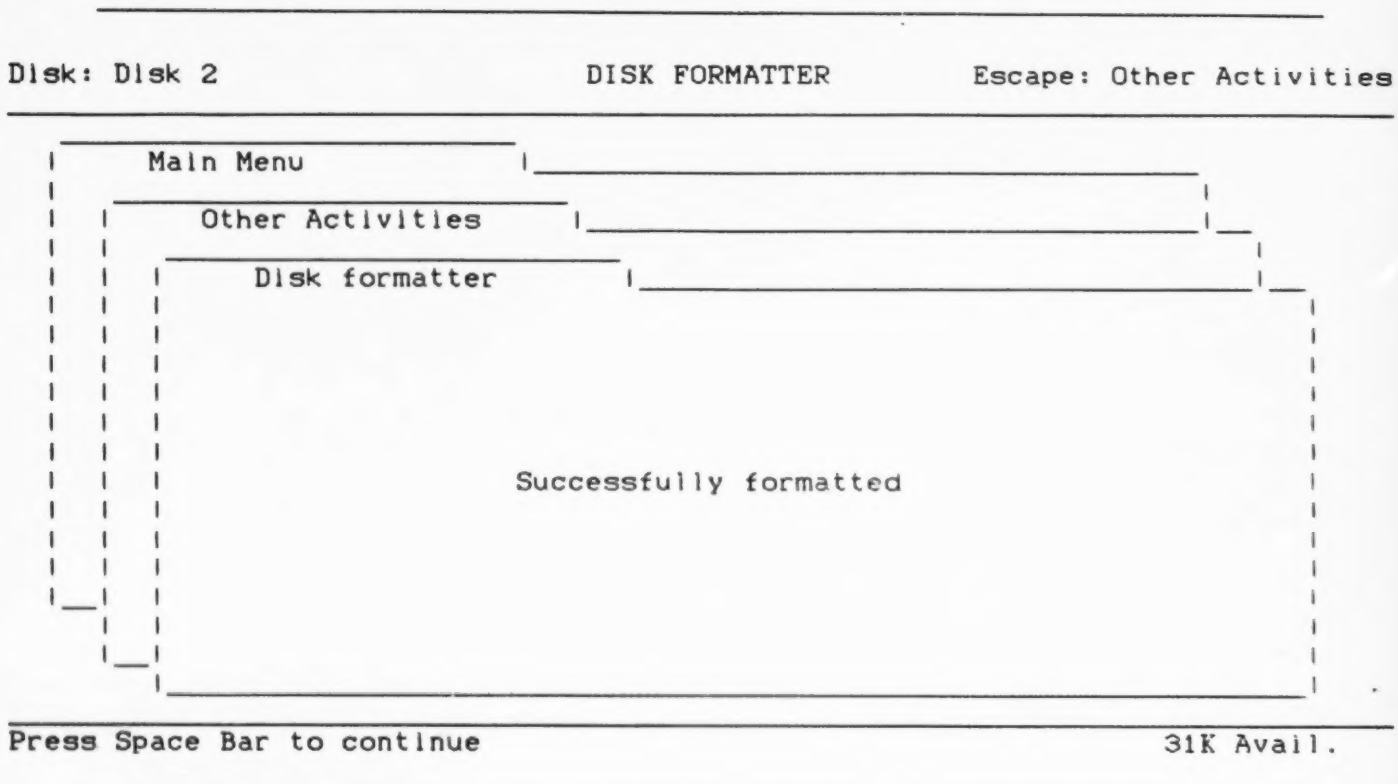

Figure 8. Monitor Screen After The Formatting Task Has Been Completed.

12. Using Screen Directions. Press the SPACE-BAR once. The screen now looks like the example in Figure 9.

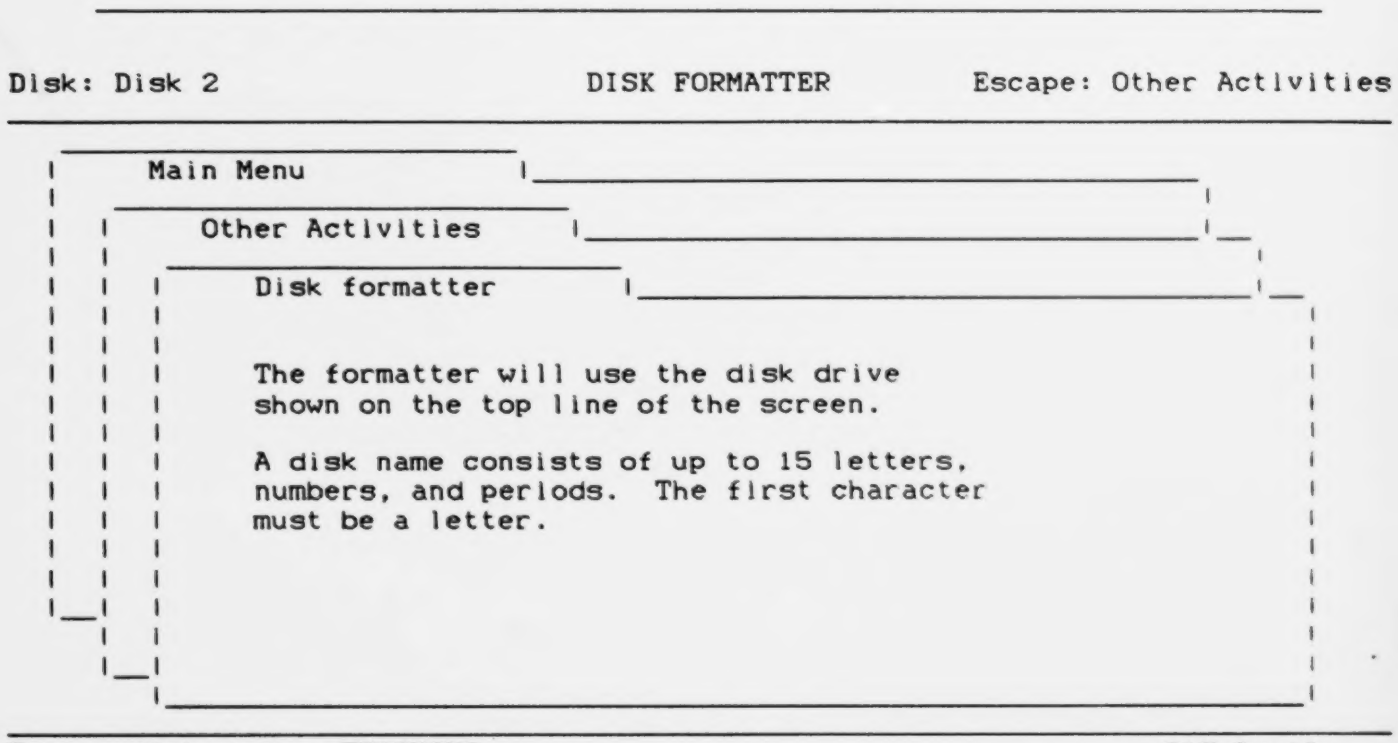
Disk: Disk 2
DISK FORMATTER
Escape: Other Activities
Main Menu
Other Activities
Disk formatter
The formatter will use the disk drive shown on the top line of the screen.
A disk name consists of up to 15 letters, numbers, and periods. The first character must be a letter.
Type a disk name: TRAINING
31K Avail.

Figure 9. Monitor Screen After Exiting The Successfully Formatted Mode

13. Exiting The Format Option. Press the ESCAPE key once. This action moves the program back to the "Other Activities," menu (see Figure 10).

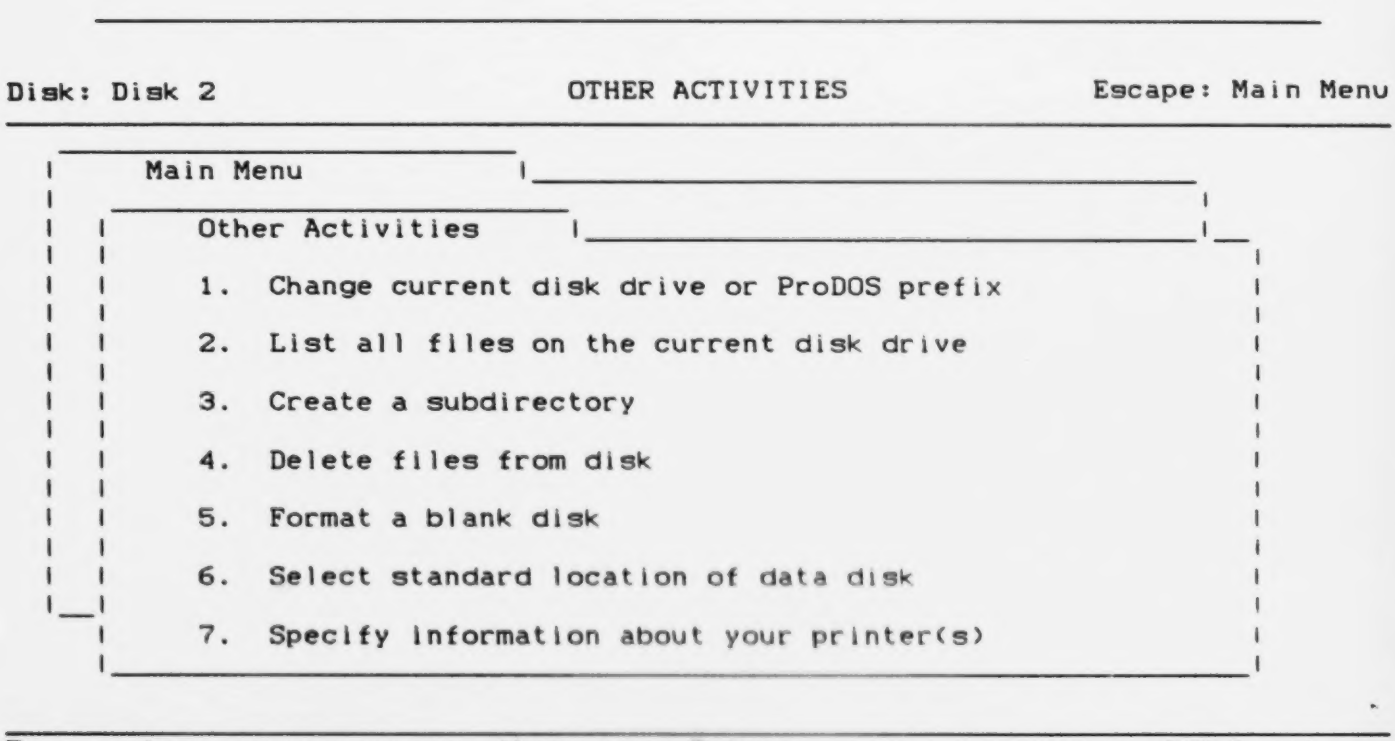
Disk: Disk 2
OTHER ACTIVITIES
Escape: Main Menu
Main Menu
Other Activities
1. Change current disk drive or ProDOS prefix
2. List all files on the current disk drive
3. Create a subdirectory
4. Delete files from disk
5. Format a blank disk
6. Select standard location of data disk
7. Specify information about your printer(s)
Type number, or use arrows, then press Return
31K Avail.

Figure 10. "Other Activities" Menu.

14. Escaping The Other Activities Option. Press the ESCAPE key to return to the "Main Menu" (see Figure 11).

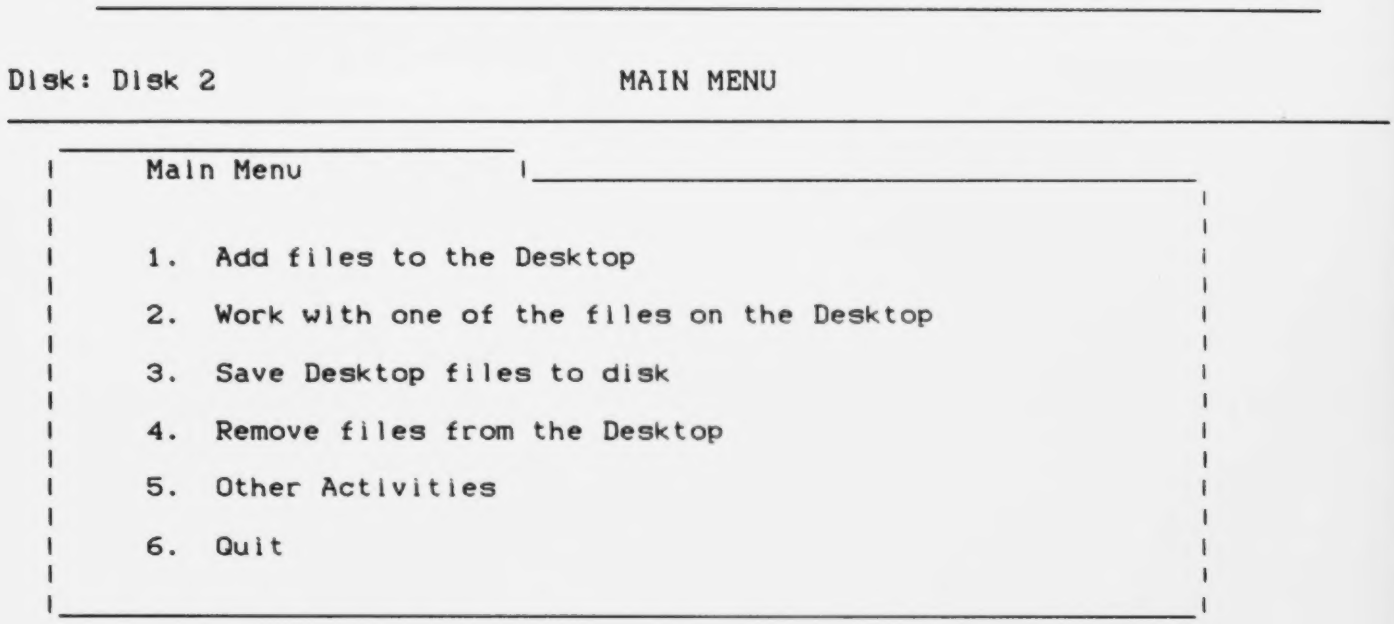
Disk: Disk 2
MAIN MENU
Main Menu
1. Add files to the Desktop
2. Work with one of the files on the Desktop
3. Save Desktop files to disk
4. Remove files from the Desktop
5. Other Activities
6. Quit
Type number, or use arrows, then press Return
@-? for Help

Figure 11. "Main Menu."

15. Information Storage. The disk can now be used for data storage.